

4755

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05

Revised

TITLE: UTILITIES ELECTRIC METER APPRENTICE

DEFINITION

Under close supervision, to perform increasingly skilled work in assisting skilled workers in the installing, cleaning, testing, calibrating, repairing, and maintaining single and poly-phase electric meters and related apparatus used in residential, commercial, and industrial facilities through a formal on-the-job training program; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Utilities Electric Meter Apprentice is the training level classification in the Utilities Electric Meter Technician series. Work involves responsibility for the satisfactory completion of assigned course work and the performance of increasingly difficult skilled tasks as training progresses. Each program work phase is performed under close supervision with increasing independence exercised on less complex or familiar assignments as experience is gained. Work is continually checked and progress is evaluated at specific time intervals.

REPORTS TO: Utilities Electric Meter Technician II

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Utilities Senior Electric Meter Technician and lead direction from Utilities Electric Meter Technicians.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the installing, testing, cleaning, calibrating, repairing, and maintaining of single-phase and related residential or small commercial use meters in the electric meter shop.
- Assist in the installing, testing, cleaning, calibrating, repairing, and maintaining completed electric meters for industrial and large commercial use in the shop, including poly-phase meters.
- Maintain records of meters tested and repaired.
- Assist in the installation, repair, and testing of electric meters in the field including the investigation of customer complaints.
- Assist in making power and load surveys on customer's property pertaining to load, power factor, and voltage; read and record changes on recording demand meters; test poly-phase and single-phase meter transformers in the field; make detailed work reports.

QUALIFICATIONS

Knowledge of:

- Basic electricity

Ability to:

- Learn approved methods, materials, and tools used in the installing, testing, calibrating, and maintaining of electric meters and related apparatus.
- Learn occupational hazards and necessary work-related safety precautions.
- Understand and carry out moderately complex oral and written instructions.
- Learn to interpret schematic drawings.
- Use and care for tools and testing equipment; use good finger dexterity and eyesight enabling one to work with delicate instruments and distinguish colors.
- Work overtime as required

Education and Experience:

Education: Equivalent to completion of the twelfth grade

Experience: One year of experience assisting journey level electrical workers involved in the maintenance and/or construction of electric power facilities.

OR

One year of utility experience involving the starting and stopping of electric services, collection of delinquent accounts, and inspection of meters for tampering.

OR

Completion of courses in electronics or electrical theory from an accredited college.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Enrollment and continued satisfactory progress in the formal Electric Utility Apprentice training program with achievement of established standards.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Meter Apprentice

TO: Utilities Electric Meter Technician